

Board Meeting Minutes March 6, 2014

A regular meeting of the Channing Hall School Board was held Thursday, March 6, 2014 at 6:30 pm, located at 13515 South 150 E Draper, UT 84020

Present: Rachal Milford, Stephanie Frohman, Michelle Crowley, Dawn Lords, Cynthia Thorsen, Eunie Piper, Nicole Hawkins (excused late)

Excused: Debra Didier

Public Present: Heather Shepard, Kim Miller

Rachal opened the meeting and edited the agenda to remove the finance report. With no objections, the agenda is approved as edited.

Rachal asked for any objections to approve the minutes from 2/04/2014 Board Meeting. With no objections, the minutes are approved.

PUBLIC COMMENT: none

EXECUTIVE COMMITTEE REPORT: Rachal presented

Shout Outs:

- Congratulations to Sarah Jones and the girls' basketball team for winning the state tournament. Additionally, Channing Hall recieved a letter from an opposing coach complimenting the girls' sportsmanship during the game.
- Thank yous were sent to the Jazz Reading committee for a record breaking year.

Update on Board Goals:

- Redefine PR committee charter – PR committee is doing a great job. Redefinition is not needed at this time.
- Define funding priorities for 3-5 years of annual giving – in process
- Explore ideas for recurring revenue – Extended learning
- Establish Legislative committee – done
- Large donors committee – development headed by Cynthia
- Recruit new board members – Strategic committee reviewing list for vetting

New Family Orientation: Moved to April 4th (coincides with next board meeting)

Fundraising at Lincoln Academy:

- Banners are sold to corporate sponsors for \$2000 each year (cost to make each banner is approximately \$100). First year the sponsorship is not renewed, the banner is removed.
- Adopt a program/classroom – family have the opportunity to “buy” a classroom or a specific project (art, music, etc.)
- Buy back for service hours – families are given the opportunity to donate money in lieu of fulfilling required service hours.

Further discussion of a more formal approach to corporate donations will be added to the board retreat agenda.

ADMINISTRATOR’S REPORT: Heather Shepard presented

Lottery/enrollment: Lottery numbers along with intent to enroll show strong potential to fill extended day kindergarten. All other grades look good. Middle School numbers will be monitored as specific fee and enrollment deadlines pass, both here and at DPMS. Cases of dual enrollment are rumored and being investigated.

Lunch Program Audit – Channing Hall passed with “flying colors”!
Congratulations to Lyndie and her team.

Extended Day Learning: Update – Mr. Matt will be developing the curriculum for, and teaching, the extend day program. The curriculum will be based on the current IB section and will focus on math and science.

State Charter School Annual Report:

- Charter schools have grown to the 5th largest district in Utah with 54,000 people
- 7 new charter schools scheduled to open in 2014/15 school year
- 12 schools earned a “A” rating, including Channing Hall

New Chromebook computers: 12 purchased for 5th grade testing and class use. Selected for keyboard, price and cloud-based file storage.

2014/15 School Calendar: A draft posted to the school website with dates to match Canyon School district.

****Dawn moved to approve the 2014/15 school year calendar. Motion was seconded by Cynthia and passed unanimously.****

2014/15 School Land Trust Plan: Channing Hall will receive \$36,000 from the school lands trust

****Stephanie moved to approve the 2014/15 School Lands Trust Plan. Motion was seconded by Michelle and passed unanimously.****

STRATEGIC PLANNING: Stephanie presented

Strategic Planning Committee Goals – update

- Update the strategic plan to contain five year goals beginning in 2013-14. Present edits to the board in October. Review progress and present again in April.
- Review all existing board committed charters and draft new Legislative and Executive Committee charters. Bring edits to board (moving to August 2014).
- Review results of NWA staff and parent surveys. Propose edits to strategic plan if needed.
- Begin vetting recurring revenue ideas to replace CHERP and increase operational budget. Work with USOE to understand legal limitations
- Help develop a list of fund raising priorities, including tangible items that need support from large and corporate donors.
- Develop list of skills needed and candidates to vet for board succession planning.

Other new ideas:

- Major corporate fundraising project/ large donor dinner party.
- USOE Charter Fidelity Pilot program/charter amendment due in December. *State visit to the school tentatively scheduled May 1-2.*
- Middle school social/marketing program.
 - *Need to streamline enrollment reporting to reduce redundancy*
 - *Add “How did you hear about Channing Hall?” on lottery or registration form*

PUBLIC RELATIONS COMMITTEE: Dawn presented

Update on committee goals:

- “What’s Cool at our School” newsletter is being published quarterly. It was suggested that the newsletter is also posted in the lobby for students to see.
- A public relations email group has been created to include local & state officials, corporate & annual giving donors and local press outlets. The newsletter has been shared with this group.

Annual Report:

- A list of potential articles and project timeline has been created. Please forward comments to Dawn in the next week so she can finalize sections, get volunteers to develop content and assign remaining articles. (See Attachments A & B)
- Additional suggestion included,

- Highlighting 8th grade projects.
- Getting a quote from the Corner Canyon High School principle regarding the “Intellectual Agility” of Channing Hall alumni.
- Consider InDesign vs. Illustrator
- Talk about Jazz reading in “Student Community Involvement” and the reading levels that students improve during the project.
- Goal is to have the annual report ready the 1st week of September with distribution to coincide with the Harvest Festival.

POLICY REPORT: Rachal presented

****Stephanie moved to approve changes to B/HoS-05 Head of School Accountability. Dawn seconded the motion and it passed unanimously.****

LEGISLATIVE COMMITTEE: Michelle presented

Currently Legislation – Total of 101 education related bills being proposed including,

- HB81 – Parental Review of Test Questions
 - Addresses concerns of biased questions with moral ambiguities
 - Establishes a parent committee to review and flag concerns
- HB23 – Suicide Prevention – allows school officials to address suicide concerns when the information comes secondhand or is observed
- HB1 – Education Budget
- SB157 – School Based Funding
- SB209 – School Grading Revisions
- SC171 – Student Centered Learning Pilot
- SB122 – Parental Rights in Public Education
- SB168 – Management of School Trust Lands Funds
- SB 202 – Increase Pupil replacement \$ going to Charters
- SB118 – Limit Child Tax Deductions

A complete list of bills with links to the actual legislation can be found at:
<http://le.utah.gov/asp/billsintro/SubResults.asp?Listbox4=00790>

CLOSING REMARKS: none

Rachal entertained a motion to adjourn the meeting. Dawn made a motion to adjourn. Michelle seconded. With no objections, the meeting was adjourned at 8:45 pm.

Attachment A: Annual Report 2013-14

Layout / Printing / Mailing

Amber Griffiths for the design (Stacy Conologue's designer) Design: \$500 first time / \$350 future years.

- The initial price includes the creation of the file and 2 to 3 edits. The report will be created in Adobe InDesign. We will own the file. If we have someone who is capable and willing, we can do future edits ourselves. If not, we can go back to Amber for \$350.

Stacy Conologue for the printing and mailing.

Cover Page

New art for the cover this year. We are looking at 2 options.

1. Have a middle school student design a cover. Must have a professional look. No crayons.
2. Have Amber create it. We would need to provide some ideas/guidelines.

Inside Cover

Keep the vision statement. New design.

Page 1: Letter from the Board

1. Letter from the Board
2. Finance Report

Page 2: Letter from Heather

1. Letter from Head of School
2. Behind the scenes helpers highlight: Ralph Turner, Lyndie Perkins and the lunchroom, Cleaning Staff

Page 3: GP1 – Clear Educational Objectives

1. Marlies "good news" report on academic performance
2. Ashley Nuttall – experience and new role
3. Highlight the science fair. Group photo of all the kids who made it to Districts/State

Page 4: GP2 – Intellectual Agility

1. Standards based report cards
2. Faculty Spotlight or Alumni spotlight
3. Could put Corner Canyon principal quote here

Page 5: GP3 – Differentiated Instruction

1. LEAP Enrichment program piloted by Mrs. Honeycutt
2. Special Ed Success with UIPS audit, STATS interview and survey results, positive parent survey results
3. Stories from new CHAMPS behavior program

Page 6: GP4 – Student Community Involvement

1. Letters and teddy bear from Mrs. Peterson's class to Benson, son of Officer Johnson. Visit from Benson's grandmother.
2. Basketball Championship: Emphasis on how the girls rallied around Ashley and letter from Guy L. Hood
3. Golden Rule Updates

Page 7: GP5 – Stakeholder Community Involvement

1. Harvest Festival/Annual Giving (include picture of camel!)
2. ALL K-5 aides paid from by Annual Giving
3. Jazz Reading
4. Highlight a top volunteer, or print quotes from teachers on something specific they accomplished with volunteers that they couldn't have done alone?

Page 8: GP6 – Student Engagement

1. 8th Grade Culminating Personal Projects
2. New Sign for the School
3. Alumni Spotlight and/or quote from Corner Canyon principal
4. Articles on Student Council from Melanie Baker

Inside Back Cover

Include the Harvest Festival donors.

Back Cover

Guiding Principles. If the donor list is too long for one page, should we have it continue onto the back cover?

Attachment B: AR Timeline 2013-14

March

- Create and finalize plan for AR elements
- Make assignments

April

- Begin writing articles and collecting photos. Be sure each person understands their responsibility and is aware of the deadline.
- Get donor list from Annette and see if Karen can type it up

May

- Board photo
- Articles and photos due
- Get donor list from Karen

June & July

- Get the Finance Report from Deb. Put the numbers into a pie chart in Excel (Steph can help)

August

- Finalize pictures with Jacki to be sure none of the students in the photos have signed the “don’t use my photo” form at registration.
- Design
- Present to the Board

September

- Present to the Board
- Final edits
- Print & Mail